

अण्डमान तथा
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No. 98, Port Blair, Friday, May 10, 2013

अण्डमान तथा निकोबार प्र' ासन
ANDAMAN AND NICOBAR ADMINISTRATION
खेल एवं युवा कार्य निदेशालय
DIRECTORATE OF SPORTS & YOUTH AFFAIRS
NOTIFICATION

Port Blair, dated the 10th May, 2013

No. 98/2013/F.No.1-1/RR/SAC/2011 (Vol.I).— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with Govt. of India, Ministry of Home Affairs, Notification No. U-14/3/60-ANL dated 11th April, 1960 and the supersession of all previous Notifications issued to this effect, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, hereby makes the following rules regulating the method of recruitment to the post of **Multi-Tasking Staff (Non-Technical, Group 'C')** in the Department of Sports & Youth Affairs, Andaman and Nicobar Administration, namely :—

1. Short title and commencement :-

- (i) These rules may be called the Andaman and Nicobar Administration (Department of Sports & Youth Affairs, Group 'C', Non-Technical post of Multi-Tasking Staff) Recruitment Rules, 2013.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. Number of posts, classification and scale of pay :-

The number of the said posts, its classification and the scale of pay attached thereto, shall be as specified at Sl. Nos. 2 to 4 of the Schedule annexed to these rules.

3. Method of recruitment, age limit and qualification etc. :-

The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified at Sl. Nos. 5 to 14 of the said Schedule aforesaid.

4. Disqualifications :- No person —

- (a) who has entered into or contracted a marriage with a person having a spouse living, or
 - (b) who, having a spouse living, has entered into or contracted a marriage with any person,
- shall be eligible for appointment to the said post :

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, if satisfied such marriage is permissible under the personal law and the other party to the marriage and that there are grounds for on doing so, exempt any person from the operation of these rules.

5. Power to relax :-

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, is of the opinion that it is necessary or expedient so to do, he may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving :-

Nothing in these rules shall affect reservation, relaxation regarding age limit and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Lt. Genl. (Retd.) Bhopinder Singh, PVSM, AVSM
Lieutenant Governor,
Andaman and Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd./-
Joint Secretary (Sports)

SCHEDULE

RECRUITMENT RULES FOR THE POST OF MULTI-TASKING STAFF IN DIRECTORATE OF SPORTS & YOUTH AFFAIRS

1.	Name of the post	MULTI-TASKING STAFF (Non-Technical, Group 'C' posts)
2.	No. of posts	18 (Eighteen) * 2013 * (Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C' (Non-Technical)
4.	Pay Band and Grade Pay / Pay Scale	PB -1 ` 5200-20200 + Grade Pay ` 1800
5.	Whether selection post or non-selection post ?	Not applicable
6.	Age limit for direct recruits	18 – 33 years for male, and 18 – 38 years for female (Relaxable in case of Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Government from time to time) Note :- The crucial date for determining the age limit shall be the closing date for receipt of names/ applications from Employment Exchange /Candidate.
7.	Educational and other qualifications required for direct recruits	Essential : Must have Passed Secondary School (10 th Std.) Examination from a recognized Board/ Institution. Desirable : i) Training in Basic and Refresher Courses in Home Guard and Civil Defense ii) Ability to ride Bicycle. iii) Having experience in stitching of files/records and its maintenance
8.	Whether age and other qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
9.	Period of probation, if any	Two years

10.	Method of recruitment either by direct recruitment or by promotion or by deputation/ transfer and percentage of falling vacancies to be filled in by various methods	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Not applicable
12.	If a DPC exists, what is its composition ?	<u>Group 'C' DPC (for Confirmation) consisting of :-</u> 1. Director (Sports) — Chairman 2. Assistant Director of Edn. (Admn.) — Member 3. Assistant Secretary (Perl.) — Member 4. Assistant Director (Sports) (Admn. & Plg.), — Member
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14.	Duties and Responsibilities	Attached as Annexure to the Schedule

ANNEXURE TO THE SCHEDULE

DUTIES & RESPONSIBILITIES OF MULTI-TASKING STAFF

1. Physical maintenance of records of the Section.
2. General cleanliness and up-keep of the Section/Unit.
3. Carrying of files and other papers within the building.
4. Photocopying, sending of FAX etc.
5. Other non-clerical works in the Section/Unit.
6. Assisting in routine office works like diary, dispatch etc. including on Computer.
7. Delivering of dak (outside the building).
8. Watch and Ward duties.
9. Opening and closing of rooms.
10. Cleaning of rooms.
11. Dusting of furnitures etc.
12. Cleaning of buildings, fixtures etc.
13. Work related to his ITI qualifications, if it exists.
14. Driving of vehicles, if in possession of valid driving license.
15. Up-keep of parks, lawns, potted plants etc.
16. Any other works assigned by the superior authority.